



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY

Invites your application for

Mental Health Court Coordinator (Limited-Term Depending on Funding) (Recruitment #09-2007)

\$4,613 – \$6,000 Monthly (Plus generous benefits)

OPEN UNTIL FILLED: Priority Screening Deadline: Friday, June 22, 2007 by 5:00 p.m. Applications received by the Priority Screening Deadline will be reviewed first; after this deadline, applications will be reviewed on an as needed basis. (Postmarks not accepted.)

THE SUPERIOR COURT

The Superior Court of California, County of Monterey is a general jurisdiction trial court hearing criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are 20 judges, 2 commissioners, and a support staff of approximately 200 employees.

THE POSITION

The Mental Health Court Coordinator position is a limited-term, grant-funded position providing a new and exciting opportunity for the right individual to work as a coordinator for court and program services for Juvenile and Adult Mental Health Courts. The duration of this position is subject to continued grant funding. Under general direction, the Mental Health Court Coordinator will plan, develop and organize these services and work as a liaison to County and community based programs.

EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS

- Assemble, organize and prepare reports for use in court; add information resulting from court or other actions; process a variety of court documents;
- Maintain the calendar for Mental Health Court; review case management reports for Mental Health Court readiness; confer with Mental Health Court team regarding calendaring procedures and the status of the calendar or individual cases and respond to inquiries from the public and outside agencies regarding calendar matters and other Mental Health Court procedures;
- Answer inquiries from the public and outside agencies regarding calendar matters and various other Mental Health Court procedures;
- Recommend administrative policies and procedures in compliance with State mental health laws and the policies and Rules of Court for the operation of the work unit; review legislation related to mental health services and make recommendations;
- Act as liaison between the Court team and local, State and national agencies to ensure and enhance the efficiency of services to clients;
- Recruit, train and supervise support staff.

MINIMUM QUALIFICATIONS

Any combination of education, training and/or experience which substantially provides the following:

Working knowledge of:

- Court operations, policies and procedures;
- Methods and techniques of organizing work;
- Basic statistics;
- State regulations pertaining to client confidentiality;
- Principles of automated information systems;
- Report writing;
- Court case management rules;
- Legal terminology and documents related to court procedures;
- Principles and practices of supervision.
- Operation of personal computers and the use of specified computer applications, including word processing and spreadsheets.

Skill and ability to:

- Read, interpret and apply complex rules, policies and regulations;
- Analyze administrative procedures, recommend and implement improvements;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships;
- Function in a highly independent and effective manner.
- Organize work, set priorities and meet established deadlines
- Work as part of a team and collaboratively with judges, staff and other trial court staff and external agencies; coordinate work with others.

Education and Experience:

The knowledge and abilities listed above may be acquired through various types of experience, education or training. Typical ways to acquire the required knowledge and abilities are listed below:

Experience: Four (4) years of progressively responsible experience in a trial court, public agency, non-profit or criminal justice agency which would have applied the knowledge and abilities described above.

AND

Education: Completion of core coursework in any of the following areas: social work, psychology, or any discipline used in court programs or public administration.

Licenses:

- Incumbent must possess a valid class C California driver license, or provide suitable transportation approved by the hiring authority

DESIRABLE QUALIFICATIONS

- Experience in criminal courtroom procedures and case processing.

BACKGROUND INVESTIGATION

Convictions, depending upon type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

Sufficient eyesight to read fine print statistical reports, and standard text and data on computer terminal screens; Ability to speak and hear at normal conversational levels in person and over the telephone; Manual dexterity to write legibly, operate 10-key calculator, typewriters, and computer to input and retrieve information; Reach, bend

and stoop in order to use files and records; May have to push a cart containing files; May have to carry a laptop computer.

FILING REQUIREMENTS AND SELECTION PROCEDURE

All applicants must file the following documents with the Superior Court of California, County of Monterey, Human Resources, 240 Church St., Rm. 318, Salinas, CA 93901 to be eligible for consideration: 1) Court Application; 2) Responses to Supplemental Questions. Application material may be obtained from any of the Court's locations, by telephoning (831) 775-5586, visiting the Court's website at www.monterey.courts.ca.gov, or by emailing courtjobs@monterey.courts.ca.gov.

TENTATIVE SCHEDULE

- Friday, June 22, 2007 – Application materials due to meet priority screening deadline.
 - Week of June 25, 2007 – Qualifications review.
 - Week of July 9, 2007 – Final Selection Interviews.
 - Week of July 16, 2007 – Successful candidate starts with the Court depending on availability.
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- The selection process is tentative and applicants will be notified if changes are made.
 - The competitive process includes submitting a completed Monterey Superior Court Application and responses to Supplemental Questions.
 - Applicants who fail to complete an application or Supplemental Questions Response will not be considered for this position.
 - Resumes are welcome, but will not be accepted **in lieu of** required application materials.
 - Application materials will be competitively evaluated, with those applicants who are determined to be the most appropriately qualified invited to participate further in the process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination and/or written examination.
 - Applicants who pass the testing/evaluation process will be placed on an eligible list and may be contacted to schedule a final interview. The established eligible list may be used to fill future vacancies.

SUMMARY OF BENEFITS (X Unit)

Retirement: Public Employees' Retirement System (P.E.R.S.) 2% @ 55 (100% paid by the Court)

Holidays: 13 days per year

Annual Leave: Accrues at the rate of 23 days per year. The accrual rate increases after 2, 6, 10, 15, 18, 20 and 25 years of service.

Medical, Dental, & Vision Care: Flexible Spending Account: available benefits – medical/dental/ vision, prescription drugs and dependent coverage.

Professional Leave: 7 days per calendar year; pro-rated

Educational Leave: 3 days (24 hours) per calendar year

Educational Assistance: Up to \$2,000 per year

Life Insurance: \$50,000 life insurance policy

Deferred Compensation: A deferred compensation program is available administered by Great West Life

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices or MOU prevail over this listing.

SPECIAL NOTE

- The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.
- If you believe you possess a disability that would require accommodation in the selection process, please call the Court at (831) 775-5586.

The Superior Court of California, County of Monterey is an Equal Opportunity Employer

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY

MENTAL HEALTH COURT COORDINATOR

REQUIRED SUPPLEMENTAL QUESTIONS

Responses to these supplemental questions must be completed and submitted together with the required Court application form. Applicants who do not complete the Supplemental Questions will be eliminated from the examination process. A resume is not an acceptable substitute. Clarity, conciseness and completeness of answers are factors considered in the selection process.

Your responses to the Supplemental Questions will be used to evaluate your writing skills as well as your experience and qualifications. Limit your responses to no more than one page for each of the areas listed. Please place your name and the position you are applying for on each page.

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1. Please describe your experience working in a trial court, public agency, non-profit or criminal justice agency. Include your title and responsibilities.
 2. Please describe a situation in which you worked with a team representing a variety of agencies and disciplines.
 3. Please give examples of programs, policies and procedures you have implemented and describe how these changes benefited your organization(s).

Do not use the space below to respond to the Supplemental Questions.

Please use a separate page for your responses.